



Annunciation Catholic School

Parent/Student Handbook
2019-2020

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Introduction to Annunciation Catholic School

History

For many years, the Catholic communities of Our Lady of Joy, St. Gabriel the Archangel, and St. Rose Duchesne longed for a Catholic school north of Loop 101. In the spring of 2009, Bishop Thomas Olmsted and the Diocese of Phoenix approved a Diocesan school to serve these three parishes, located on the St. Gabriel campus and Annunciation Catholic School was conceived. In its tenth year, Annunciation now serves students from fourteen parishes.

The school doors opened on August 12, 2009. In its inaugural year, Annunciation Catholic School offered 1st and 2nd grades. Adding a grade per year we reached our full K-8 status in 2015. We have now graduated three 8th grade classes and are proud to say that 100% of students who applied to a Catholic High School were accepted. Our school enrollment has grown from 23 in 2009 to a projected 225 in 2019.

We have recently achieved our Capital Campaign goal of \$15.2 million for our permanent school and parish complex. Construction will be taking place over the next three years.

We need to remember, all that we do is for the greater glory of God. We pray for the intercession of our Blessed Mother Mary and St. Gabriel the Archangel as we continue to grow our school.

Accreditation

Annunciation Catholic School is fully accredited by Western Catholic Educational Association (WCEA) and is in full compliance and good standing.



Diocese of Phoenix Department of Catholic Schools Mission Statement

The Diocese of Phoenix engages in the faith formation of the young through Catholic schools by integrating faith throughout an educational process that promotes academic excellence, moral values, and lifelong service.

Annunciation Catholic School Mission Statement

Within our strong Catholic community, we develop children to their fullest God-given potential, spiritually, intellectually, morally, socially, and physically.

Annunciation Catholic School Philosophy

We, the faith community of Annunciation Catholic School, are dedicated to the pursuit of academic excellence and life-long commitment to Christ and the Church. We believe it essential to teach each student to live in accordance with the spiritual, moral and ethical principles exemplified in the scriptures, teachings, and traditions of the Catholic Church. We acknowledge parents as the primary educators of their children. Based on this acknowledgement, we strive to enhance and strengthen the faith and spiritual values students acquired and continue to acquire in their homes.

We firmly believe children are uniquely created and therefore enter Annunciation with unique needs as well as unique talents. We shall strive to optimize these talents and meet these individual needs in a caring and nurturing environment.

We are called to provide our students with the necessary virtues, skills and behaviors that will enable them to lead responsible, successful lives and become positive contributors to their family, the Catholic Church and the community.

Principal's Right to Amend

This Handbook is developed with the School Advisory Council and staff and will be reviewed and revised, at least annually, in efforts to keep parents and students clearly informed of Diocesan and school policies and procedures. It is the intent of Annunciation Catholic School staff to abide by all Federal and State laws. The Principal has the right to amend, at any time, this living document. Revisions that are made during the school year will be communicated as they are made to all parents, guardians, staff members and students. The Handbook is a guide, but not necessarily an all-inclusive one. Situations may arise which are not specifically named or covered in the Handbook.

Schoolwide Learning Expectations

All students of Annunciation Catholic School should strive to be a S.T.A.R:

Strong Communicators who:

- Use oral and written language clearly, creatively and effectively
- Listen respectfully and interact cooperatively
- Develop effective personal organization, research, study, and technology skills
- Utilize a variety of tools for gathering, processing, and sharing information
- Use technology and social media responsibly and safely

Thoughtful Citizens who:

- Take responsibility for what they do and say
- Contribute to the community's well-being
- See each person as important in the community
- Show positive leadership and good sportsmanship

Active Christians who:

- Demonstrate a foundation of the teachings and traditions of the Catholic Church
- Participate in the liturgy
- Serve others
- Respect life and all of God's creation
- Develop one's own unique God given talents

Resourceful Learners who:

- Exhibit curiosity, enthusiasm, and self-motivation for lifelong learning
- Employ and demonstrate critical thinking skills
- Demonstrate a willingness to ask questions and seek help from others
- Work cooperatively with others to design solutions to real-world problems
- Plan, organize, and strive to accomplish realistic goals

General School Information

School Hours

The school day begins at 8:00 a.m. with arrival activities. Dismissal is at 3:00 p.m.

Arrival and Departure Procedures

Parents/Guardians are expected to drop-off their child in the designated drop-off zone or escort their child to the gathering place. Children should arrive no earlier than 7:45 a.m. unless the child is registered for Before School Care, and no later than 8:00 a.m. Specific drop-off and pick-up procedures will be communicated at the beginning of each school year. These procedures are a safety measure for all, and everyone is expected to fully cooperate.

At the end of the school day, children will only be released to a parent, guardian, or designated adult whose name appears on the “Approved Pick-Up List” form. If anyone other than those mentioned above will be picking up, the school must have prior written notification. Annunciation Catholic School reserves the right not to release a child to anyone other than the custodial parent.

Parents/Guardians are responsible for maintaining custody of younger children, as well as school children, at all times. For their safety, parents/guardians will see that all children obey the rules of the school and are supervised at all times.

Before/After Extended School Day Supervision

Annunciation Catholic School offers before/after school extension of learning activities. This service is offered every day that school is in session beginning at 7:00 a.m. and from class dismissal until 5:30 p.m. More information about the Extended School Day program may be obtained from the school office.

Birthday Acknowledgment

Students may have a free dress day on their birthday or the nearest school day (excluding Fridays due to Mass). No birthday treats (edible or non) are allowed at school.

Custodial Parents

Recognizing the educational needs of the children and the unique circumstances related to legal custodial situations, the following requirements have been established to assist all parties concerned.

In situations where a student’s custody is legally defined, it is the responsibility of the custodial parents to provide the school office with legal documentation stipulating all custody provisions (i.e. joint vs. sole custody). If requested in advance, custodial parents may each receive separate copies of school communication documents.

In situations where one parent has sole custody, the custodial parent shall provide the school office with written and signed guidelines to be followed between the non-custodial parent and the school. These guidelines must be reviewed and updated annually prior to the first day of classes for each school year and will remain in effect until one of the following occurs: 1) the end of the school year, 2) revised and/or updated in writing by the custodial parent, or 3) a written statement is received from the custodial parent revoking the guidelines.

Parent/Teacher conferences will be scheduled according to related school policies and guidelines. Arrangements for parental/legal guardian attendance at the child(s) conference must be made between the custodial parents in advance. It shall be the sole responsibility of the parents/legal guardian to inform one another of scheduling and arrange conferences with the teacher(s) to promote the best interest of the child(ren).

School Calendar

The school calendar is set by the diocese each year. It begins in early August and ends in late May. To view the current school calendar, please go to <http://www.acsphx.org> and click on Calendars.

Teacher Certification

All classroom teachers are required to be certified by the Arizona Department of Education.

Visitor and Volunteer Sign-In Procedure

All parents or other visitors and volunteers to the school must sign in at the School Office where they will be asked to present an ID such as a Driver's License. The ID will either be scanned or manually entered into the Raptor system. If a parent or guardian for any reason does not have a US government-issued ID, the school staff member can use any form of identification and manually enter the person's name into the Raptor system. The Raptor system will check to ensure that registered sexual offenders are not entering our school campuses without our knowledge. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency.

Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. The visitor badge must be worn and clearly displayed for the entire time the visitor is on campus.

A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork.

General School Policies

24/7 Policy

Students of ACS represent the school in and outside of the school day. Any conduct both in and out of school that reflects negatively upon the reputation of the school may be subject to disciplinary action. Behavior unbecoming of a young Christian boy or girl (whether or not listed in this ACS Parent/Student Handbook section) will not be tolerated. Disciplinary action will be at the discretion of the administration.

Students must realize that they, whether in uniform or not, represent ACS when they are off campus.

As a partner with parents in the education of children, the ACS administration will notify parents when it has cause to be concerned about a student's activities or behavior, whether it is on or off campus and/or through electronic means.

The school reserves the right to discipline a student for actions committed off-campus, including cyber activity, if they are intended to have an effect on a student or they adversely affect the safety and well-being of a student or staff member while in school.

School Uniforms and Dress Code

All students are required to wear the approved school uniform. All uniforms must be purchased from our primary vendor, Educational Outfitters, or secondary vendor, Dennis Uniform. Clothing purchased from retail stores is not uniform. If a child comes to school and is not dressed according to policy, the parents will be notified in writing or called and asked to bring the proper attire to school.

PE Uniforms and Spirit Wear are available through the ACS School Store. Orders can be placed through the school website and at periodic special sale days at school.

Educational Outfitters 

Store. Orders can be placed through the

DENNIS
school uniforms

1628 E. Southern Ave. Suite #11
Tempe, Arizona 85282
(480) 429-5136

<http://phoenix.educationalfitters.com/>

Financial assistance for uniform purchases is available. Please contact Dr. Pristash for information.

****See Appendix for a detailed copy of the Uniform Guidelines.***

Attendance

EXCUSED absences include student illness or death in the family. All other absences are UNEXCUSED. Teachers are not required to assign homework, accept homework, or give make-up

tests to a student who has unexcused absences. Arizona Law 15-803 states that absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in section 15-802.

Absence due to Illness:

Parents must call or Email the office **each day** a child is home ill. Be prepared to tell school personnel the reason for the absence. **If you do not notify the school by 10:30 a.m. the absence is unexcused.**

In the event a child becomes ill or injured during the school day, school personnel will contact the parents. Depending on the severity, it may be necessary to send the child home. For health and safety reasons sick children cannot remain on campus or in school offices for extended lengths of time. The school asks that parents exert every effort to pick their child up quickly when notified of illness. In the event the child needs to be sent home, the parents/guardians must sign him/her out before leaving campus. A child should remain at home until free of vomiting, diarrhea or fever for a full 24 hours. If your child has had vomiting, diarrhea or fever during the night, he/she should not be sent to school the following day.

Absence for Part of a Day:

A parent must send a note or email to the office and teacher explaining the reason a child will be absent for part of the school day.

Anytime a student leaves campus during school hours, permission must be cleared through the child's teacher.

Tardy Procedure:

Being on time for class is a very important self-discipline skill which teaches children to learn how to set their own schedules and time limits. This skill will benefit them throughout their lives in whatever career they choose. A tardy is **excused** if it is a doctor's appointment, and an appointment card/slip verifying the same is presented; all other tardies will be **unexcused**.

The following policy has been established:

- Students are admitted into the classrooms promptly at 7:45 a.m. and classroom prayer begins at 8:00. A student is considered tardy if they are not in the classroom at 8:00 a.m. and will not be admitted to class without a tardy slip.
- Tardy students must be walked into the office by the parent/guardian, signed in, and receive a tardy slip before admittance to the classroom.
- Tardies are cumulative with five or more tardies per trimester reaching the excessive, habitual tardy level.
- Continued excessive and/or habitual tardiness negatively impacts a student's continued enrollment in ACS and will result in a conference between parent and principal to resolve the problem in order for the student to remain enrolled in the school. Tardiness after the conference may result in a request to withdraw the student.

School-Owned Books, Supplies and Property

Students may be issued materials for home use and/or have the use of a classroom set of supplies. Students are responsible for the proper care of the materials and supplies they have been issued, and therefore, will be charged for their damage or loss.

All books are to be stamped with the school stamp. If books are kept in students' desks, student names must be entered in each book the first week of school. Books used infrequently and kept on a shelf must be signed out by students when taking them home. Books taken home for homework should be carried to and from school in some type of backpack or book bag.

If students damage or lose a book during the year, they will be fined or asked to replace the text. The above procedure applies to library and supplementary books as well as basic texts. Consult the office about replacement costs.

Parents' Rights to Students Records

Parents, as primary educators, shall have the right to inspect and review the official record of their child in the presence of a school administrator to ensure that the record is accurate. Parents shall also be allowed to provide a written statement regarding the content of the record. This statement is to be included in their child's school file.

Custodial parents shall be recognized by the school as the primary decision makers for their children. Information regarding custody and visitation shall be provided to the school by the custodial parent at the time of registration. A copy of the court decision or order should be kept in the school file. A parent not having custody of a child, but having the right of visitation, has a right commensurate with the parent having custody to examine the school record of the child, unless restricted by court order. In order to establish visitation rights, the custodial parent should be asked for a notarized copy of the most recent court order. See also the handbook section "Custodial Parents."

Records may be withheld until students or their parents/guardians satisfy their educational, financial, and disciplinary obligations to the school. Health records may not be withheld.

Library Materials

All students will have access to the school library materials. Damage to books should be immediately reported to the teacher. Please do not attempt to repair books at home. Lost library books must be paid for before a student can be given his/her report card. Refunds will be made on library books lost and paid for when books are returned to the library. Parents should encourage proper use of library materials, including having a special, safe place at home to keep library books away from pets and smaller siblings' reach. Teachers encourage students to keep library books in their backpacks when they are not reading them so that the child has the book with him/her on Library Day each week.

Party Invitations

Party invitations are not to be distributed at school unless the entire class is invited. The school will not host parties for individual students.

Trading Cards

Collecting/trading cards or related items are not allowed on campus. That includes during recess, before school care and after school care and clubs. Many young children do not understand the concept of swapping cards/items or the value difference among them. Swapping is much better undertaken at home, with parental supervision.

Withdrawal from School

Parents/Guardians are asked to provide a minimum of two weeks' notice when withdrawing a child from the school. An appointment should be scheduled to inform the principal of a family's intentions to withdraw. An exit interview will be conducted by the principal when a family withdraws from the

school. All fees, fines, and tuition payments must be paid in full. Any refund of tuition will depend on the status of the account, as well as date of withdrawal. Contact the school office regarding this information.

At the discretion of the principal, a child may be removed from the school if it is deemed appropriate and necessary. Situations may include, but are not limited to, failure of payment without a special arrangement, inability to meet the needs of the child, in consideration of the best interests of the child, excessive and repeated tardiness, or as a result of a student's serious and repeated behavior infractions.

3-1.4.11 RECOMMENDED TRANSFER

WHEN A STUDENT IS NOT MAKING SUFFICIENT ACADEMIC PROGRESS AT A PARISH OR DIOCESAN SCHOOL, OR IS EXPERIENCING EMOTIONAL DIFFICULTIES OR IS ENGAGING IN UNCOOPERATIVE OR DISRUPTIVE BEHAVIOR, OR IF A STUDENT'S PARENTS OR LEGAL GUARDIANS ARE ENGAGING IN UNCOOPERATIVE OR DISRUPTIVE BEHAVIOR, THE SCHOOL MAY REQUEST THAT THE STUDENT WITHDRAW AND TRANSFER TO ANOTHER SCHOOL.

(from Section 3-1.4.11 of The Roman Catholic Church of the Diocese of Phoenix Catholic Schools Office Policies and Procedures)

Admissions

Admission Policies

The Catholic schools in the Diocese of Phoenix, in compliance with Gospel values and the teaching mission of the Church, extend an invitation of admission to students regardless of their race, color, national and ethnic origin, gender, status with regard to public assistance, or disability. A disability, either temporary or permanent, is not a disqualification of admission *provided that with reasonable accommodation the school can meet the needs of the student*. Each school determines its suitability for meeting the extraordinary needs of students prior to formal admission of students with extraordinary needs.

The schools in the diocese have the right to give admission preference to students that are members of the supporting parish(es). At ACS, supporting parishes include Our Lady of Joy, St. Gabriel the Archangel and St. Rose Philippine Duchesne. Students who are not members of the supporting parish(es) are welcome to submit applications for admission, with the understanding that Catholic schools form part of the teaching mission of the Catholic Church. This mission involves the active transmission of the values, principles, teachings and traditions of Catholicism.

Admission Preference

- The school gives admission preference as necessary in the following order:
- Current students
- Siblings of current students
- Registered Catholic families of any of the three member parishes: Our Lady of Joy, St. Gabriel the Archangel, and St. Rose Philippine Duchesne (equal preference among the three)
- Registered Catholic families in parishes other than the three member parishes
- Non-Catholic families

Admission to a Catholic school is contingent upon having met all financial obligations at ACS or a previous Catholic school.

Admission Requirements

To enter the Kindergarten, the child must be 5 years old by September 1. No exceptions are allowed. At the time of registration, parents must present the following:

- The child's birth certificate
- The child's immunization record
- The child's latest report card and standardized test scores
- Completed registration form, including signed policy agreement
- Required fees (non-refundable)
- The school may request two letters of reference (grades 2-8)

Application

Upon request, families will be provided an enrollment application link to be completed online. A student is formally admitted only when: space is available, a faculty interview has taken place, and all required school and health records have been received and evaluated. Prior to the first day of class, all fees must be paid and all documents completed online through RenWeb.

Annunciation Catholic School does not discriminate on the basis of race, color, national, or ethnic origin in its admissions and educational policies. Continuing families and parishioners are given priority enrollment over new families applying to the school.

Tuition and Fees

Tuition and fees are determined by February 1 for the following school year. A copy of the most current tuition/fee schedule, payment methods, and policies may be obtained from the school office and found on the school website under Admissions.

TUITION PAYMENT OPTIONS

Annunciation Catholic School partners with Smart Tuition for all tuition and fee billing. There are four payment plans available. All families are required to register with Smart Tuition regardless of the payment plan selected. There is a yearly \$50 Smart Tuition registration fee for all families. All payments of tuition and fees will be credited through Smart Tuition. **A Debit/Credit (AMEX, Visa, MasterCard, Discover) or banking account must be registered with Smart Tuition for all payment options.** If you choose the One Payment tuition plan you are required to register with Smart Tuition. The Smart Tuition account fee for a One Payment tuition plan account is \$20. If you choose to pay by Debit/Credit card, fees will apply, please see below.

Any additional school fees (ex. Extended Care, Athletics, Field Trips, 8th Grade Graduation Fee, etc.) will be billed through Smart Tuition during the school year and will be payable in full the month they are billed.

Tuition payment options:

ONE Tuition Payment due by August 5 or 20. Paid by check to Annunciation or paid to Smart Tuition by Credit/Debit/ACH. (Requires Smart Tuition account setup for student billing. \$20 Smart Tuition account fee apply.)

TWO tuition payments 50% due August 5 or 20; 50% due January 5 or 20. Paid by Credit/Debit/ACH to Smart Tuition only.

10 MONTHLY tuition payments, due the fifth or twentieth day of each month August through May (AUTO-PAY ONLY; NO CHECKS OR CASH); each payment is 1/10 of total tuition amount plus any outstanding fees.

12 MONTHLY tuition payments due the fifth or twentieth day of each month July through June . (AUTO-PAY ONLY; NO CHECKS OR CASH); each payment is 1/12 of total tuition amount plus any outstanding fees.

TUITION ASSISTANCE AND SCHOLARSHIP OPPORTUNITIES

- I. **Student Tuition Organizations (STOs):** Tuition Assistance is available through Catholic Education Arizona (CEA) and other third party Student Tuition Organizations who distribute tax-redirected funds. For a complete list of these organizations and application procedures, please contact the school office or visit our school website.
- II. **St. Gabriel Parish Tuition Assistance Fund:** ACS families who are also active members of St. Gabriel Parish may apply for assistance from the St. Gabriel Tuition Assistance Program. Application for parish tuition funds should be made directly to the Pastor. Any family that requests assistance from the St. Gabriel Tuition Assistance Fund must have applied first for a CEA scholarship unless enrolled after the August deadline.
- III. **Other Parish Assistance:** Annunciation families who are active members of another Catholic parish may request assistance from their Pastor.

Family Service & Volunteer Expectations

Parent service to the school enhances our family spirit, and enriches the opportunities offered to our students. The service commitment is as important to our school's success as tuition and fundraising revenue. As you complete your service commitment, all families are required to log your hours in X2VOL by May 30. Step-by-Step instructions are on the ACS website under the Parent tab and a training workshop is held at the beginning of the year for those wanting additional instruction. Hours that go toward your goal include serving on committees, fundraising events, service in the classroom, lunch duty, field trip chaperone, as well as special projects at the principal's request (e.g., painting, moving furniture in classrooms during the summer).

Lunch/Recess Duty

It is expected that a portion of the Parent Service Expectation should be fulfilled through Lunch/Recess duty, one or two days per month for approximately 2.0 hours each day. Each family will receive a monthly lunch duty assignment. If you are unable to attend on your assigned day, you are responsible for finding another parent as a replacement.

Other Parent Service Opportunities

Service hours can be fulfilled in a variety of ways, including in the classroom, take-home work, committee work, fundraising and other school events, etc.

Please see the *Family Service & Volunteerism Guidelines* handout for specific expectations and Lunch Duty procedures.

Volunteer Guidelines

All school volunteers are expected to do the following:

- Complete of Safe Environment Training through the Diocese of Phoenix:
<http://safeenvironmenttraining.org/index.php>
- Obtain permission from the teacher for a day and a time to volunteer.
- Check in at the school office via Raptor. Sign out in the office when you leave.
- Wash hands before working in any classroom.
- Ask the teacher for specific directions/plans for the day.
- Wash hands and wear gloves when handling snack and lunch food.
- Maintain the utmost level of confidentiality and professionalism while in the classroom and on the campus especially if one becomes privy to information or situations pertaining to a school child or school family. Log hours on the volunteer website to track service hours:
http://www.acsphx.org/parents/service_volunteerism

Fundraising

Fundraising is necessary to the school operating budget. Each year, the Development Office will publish a list of planned events, and all families are expected to participate in these events to raise funds for our school. Families have the option to pay the fundraising expectation in lieu of participation in fundraising events. Fundraising does not include amounts raised for the Capital Campaign/Building Fund, and the Annual Appeal.

** The fundraising expectation is a minimum. We hope that many families will raise more than the minimum expectation. In fact, we need some families to go beyond this expectation in order to meet our budgetary expenses

Transfer Student Probation

All incoming transfer students are accepted on a probationary basis for the first trimester that they attend ACS. If the student fails to comply with the school philosophy/core values, code of behavior, or academic expectations, the parents will be asked to withdraw their child from the school. This will occur at a formal conference with the parents after directed help from the teacher(s), parent(s) and principal. It is a privilege to attend a Catholic school, but the school's adherence to specific standards and values may not create the school setting compatible with some students.

Instructional Program

Curriculum

Curriculum is the plan for learning which identifies the student's interaction with content, materials, resources, other learners, and procedures for assessing the attainment of educational outcomes.

ACS follows the curriculum guidelines of the Diocese of Phoenix and expands upon those guidelines in order to hold students to a high academic standard. The textbooks and other learning materials are chosen to meet school and diocesan educational goals. The Diocesan Curriculum Guidelines can be accessed at <http://www.catholicschoolsphx.com/curriculum.php>. An ACS Curriculum Summary by grade level can be found on the school website under the Academics tab.

We are proud to announce that ACS has adopted the STREAM model to enhance our curriculum. The initials in STREAM refer to the subject areas of Science, Technology, Religion, Engineering, Arts and Math. STREAM Education uses an interdisciplinary approach to bridge subject areas. It is not a new curriculum, but a philosophical framework for delivering excellence in education for 21st century learners. We endeavor to create holistic, real world learning experiences, so our students can put their knowledge to use developing ideas and solving problems.

The components of STREAM include:

- Interdisciplinary learning that integrates all the STREAM disciplines for a holistic approach to learning.
- Inclusion of hands-on, project based activities that require and develop high order thinking and problem solving.
- Increased use of science kits, real-world math, integrated engineering and the design process.
- Specialized, substantive extracurricular programs in the STEM fields
- Increased emphasis on technology integration.
- Infusion of Catholic teaching and moral responsibility throughout the learning process.
- A strong community connection to learning, including partnerships with local businesses and organizations

Homework

Homework is an integral part of the learning process, as it encourages students to begin accepting responsibility for managing time and quality of work. Parents/Guardians should encourage their children to develop good study skills while doing their homework. There are instructional consequences for not completing homework, which may include marking work as incomplete and sending it home for completion and parent/guardian signature. Incomplete homework will affect a student's grades. Parents/Guardians are encouraged to check for completion of work, although the primary responsibility for completing work is the child's. The expected amount of work per grade per day is about ten minutes per grade in grades K-2, about an hour (average) in grades 3-5 and an hour and half in grades 6-8. Details concerning the homework routine for each grade level are communicated to parents/guardians through classroom web pages conferences, school newsletters, and Curriculum Night.

Academic Progress

Throughout the school year, progress is evaluated on an on-going basis through assignments and projects, teacher observation, subject area testing, standardized test scores, and report cards.

Communication with parents/guardians is on-going throughout the school year by means of progress reports, conduct referrals, mid-term reports, phone calls, e-mail and conferences. Parents in grades 4-8 can monitor student progress through the online gradebook in RenWeb. The teachers keep parents/guardians informed of progress, achievements, and problems. If problems occur, the parents/guardians are notified and become part of the process of strategizing for a positive solution.

Also see sections in this handbook: Grading System and Communication with Families

Grading System

Student progress is formally reported three times a year (trimesters) with paper report cards K-3, and 4-8 online in Renweb. In addition, at least one conference a year is held for each child. Conferences may include student, teacher, parent(s) and/or principal.

Academic Grading Scale for Grades K-2

- O Outstanding
- G Good
- S Satisfactory
- I Improving
- N Needs Improvement
- U Unsatisfactory
- BL Below Grade Level

Academic Grading Scale for Grades 3-8

Letter Grade	%	GPA*
A	96-100	4.0
A-	94-95.9	3.7
B+	90-93.9	3.4
B	87-89.9	3.0
B-	85-86.9	2.7
C+	81-84.9	2.4
C	77-80.9	2.0
C-	75-76.9	1.7
D	65-74.9	1.4
F	0-64.9	1.0

* GPA is reported for grades 6-8 only.

Promotion

Promotion of students shall be based on the completion of academic work and some mastery of academic skills. The teacher will make the evaluation of the student’s progress and will consider the social, emotional, physical, moral, and academic development of the student.

Retention

A student shall be retained on the recommendation of the teacher and the principal. When making an evaluation of the student’s progress, the teacher will consider the social, emotional, physical, moral, and academic development of the student. The teacher must be reasonably certain that repetition of a grade by a particular student will be beneficial.

If, in the teacher’s judgment, retention is probable, the case must be discussed with the principal and then arrangements made for a conference with the parents. It is advisable that this be done **no later than January 30**. A written summary of this conference shall be kept. A follow-up conference with the parents/guardians will be held to evaluate the progress of the student. Evaluations and reports to the parents must indicate lack of student progress.

If, contrary to the recommendation of the teacher and principal, parents/guardians request that their child be placed in the next grade, the principal may **choose to not honor the parent’s request**. If the principal does not honor the request, the parents/guardians will be directed to accept the recommendation or find an alternative educational setting.

Retention in a grade after a second year requires careful consideration. A recommendation should be made to transfer the student to another educational facility. Retention shall not be based solely on the number of days in attendance.

The parents/guardians of the students who are **at risk** of being retained are to be notified in writing by January 30. The parents/guardians of those students who are **ineligible** to be promoted or to be graduating are to be notified in writing as soon as reasonably possible.

Communication with Families

ACS believes that good communication between parents, staff, and administration is essential. The communication is accomplished in several ways:

RenWeb Parent Portal	Parent committees
Classroom web pages and blogs	Parent involvement in the classroom
Weekly Email Updates	Parent/teacher conferences
Parent Orientation/Curriculum Night	Monthly School Newsletters
Trimester Progress Reports	State of the School Address
Written discipline notices signed by parents	School Website

Cultural Arts

A cultural arts program is offered to all students. This program provides the visual arts and music to enhance student appreciation in these areas. In addition, students have the option to take private instrument lessons during the recess/lunch break or after school. After school clubs are also available. See **Extra Curricular Activities** for more information.

Physical Education

All students will attend structured, weekly physical education classes and receive basic instruction on the benefits of exercise and good sportsmanship. They learn how to play various sports in a fun and supportive environment. The physical education program is focused on life-long healthy choices and fitness.

Students in grades 5-8 are required to purchase a school PE uniform, available through the school approved vendor. Students in grade 4 have the option to wear PE uniform. If they choose to wear the uniform, they must purchase the school approved PE uniform. Students come dressed in the PE uniform on PE days and wear the PE uniform all school day.

Field Trips

In keeping with the philosophy of ACS, all field trips organized, arranged and/or sponsored by the school will have an educational purpose. Once the proposed field trip has been approved by the principal, the educational purpose will be communicated to the faculty, students and parents prior to the event. Parents must grant permission for their child to attend the field trip by signing a field trip form.

Drivers must be over 21, preferably over 25 years of age. Drivers must have a valid unrestricted driver's license. A copy of each driver's license must be kept on file. A driver must carry liability insurance on the vehicle to be used. One seat belt must be provided for and used by each vehicle occupant. Drivers for field trips shall make no stops between the school and the field trip destination without prior approval from the classroom teacher.

See Appendix for a copy of:

Transportation of Minor Person to/from School Campus, Off-Campus Permission Form, and Driver Information Form

Extra-Curricular Activities

Various extra-curricular activities are offered either during or after the school day. These include but are not limited to the following:

Boys and Girls Athletics – grades 5-8

Music/Instrument Lessons

Young Rembrandts

Chess Club

Robotics

Clay Club

Bricks4Kids

Karate Club

Young Vincentians Service Club – grades 5-8

Student Council – grades 6-8

School Store

Participation in all extra-curricular activities requires parent or guardian permission. If a cost is involved, all fees must be paid prior to start of the program according to vendor policies.

Technology Policies and Procedures

Digital Safety and Security

While electronic connection to the Internet and other online systems provides many educational opportunities, it also involves risk.

- Students should never give out names, addresses, or telephone numbers (or anyone else's information) to strangers online or anywhere else.
- Students should never arrange face-to-face meetings with individuals met solely online. It is very difficult to confirm the real identity of individuals met online and is therefore a dangerous practice to undertake.
- Security on any computer system is a high priority because there are multiple users whose work is often the product of many hours of time and effort. Students should never use another individual's account (even if it has been left accessible) or log on to the system as someone other than themselves. If a security problem is identified, students should notify the ACS administration at once. Do not demonstrate the problem to other users.
- Students should never give out their password to anyone. Students are solely responsible for their accounts, and improper or illegal activities that occur while someone is logged on to the network under a student's account are their responsibility.
- Electronic equipment, regardless of ownership, (student or School) must never be left unattended outdoors or in public school areas (i.e., the library, hall, etc.).
- Students are not allowed to use text messaging during the school day (8:00-3:00), including contact with family members.
- School e-mail is to be used for school related work only. Students shall not utilize their emails to contact parents and/or parties outside of campus during the course of the school day.
- Earbuds, earphones, or other private listening devices are not permitted on campus unless permitted for class purpose only.

Personal Cell Phones and Electronic Devices

Student cell phones and other personal devices are NOT acceptable to use for academic or any other purposes at school. They must be turned in to the student's homeroom teacher at 8:00a.m. They will be returned at 3:00 p. m.. If a student's phone is found to be anywhere other than the designated phone docking location in the homeroom, it will be confiscated, and the student's parent will need to pick it up at the principal's office.

In all cases of confiscation, the Administration reserves the right to check for any inappropriate information that may be stored, received, or sent on any student's confiscated communication or electronic device during the school day or any school-sponsored event. When deemed necessary, this information will be downloaded and/or printed.

Social Media Use by Students

Social networking websites (Facebook, Twitter, Instagram, Snapchat, YouTube, etc.) MAY NOT be accessed on school property at any time. The names of users who use these and similar social networking sites off-campus may be linked to ACS, so that any site content reflects on the school community. When a user is online, the user is also representing the ACS community, and the site

content may negatively reflect or affect the reputation and well-being of ACS and others. Accordingly, the school retains the right to monitor student use of these sites. Should inappropriate material be discovered, the school will contact the parents and ask for their assistance in addressing the concern to the extent possible. ACS reserves the right to pursue disciplinary action.

At no time should a student “friend” a member of ACS’s faculty/staff nor should a member of ACS faculty/staff “friend” a student on a social networking website. Texting and messaging with current ACS employees is appropriate ONLY for school business (campus emergencies, coordination of off-site events.) All other communications must be kept to the ACS Email system.

Postings on the Internet must not include derogatory images or defamatory remarks about anyone in the ACS community, or the school itself.

See the *Technology Acceptable Use Agreement for Students in the Appendix.*

Social Media and Personal Phone Use by Adults

Teachers are not permitted to receive calls/texts during class time except in the case of an emergency. Parents who wish to contact teachers regarding their child may do so through the school office. Arrangements will be made to have the teacher return your call at a convenient time.

The use of social media by staff, parents, volunteers and other associated persons is for the sole purpose of communicating school events and accomplishments. When school staff, parents, volunteers or associated persons engage in any social media, on either personal or school accounts, they are held to the general standards of conduct outlined elsewhere in this handbook and in *The Roman Catholic Church of the Diocese of Phoenix Catholic Schools Office Policies and Procedures.*

See the *Acceptable Use Agreement for Adults in the Appendix.*

Cyberbullying

All members of the ACS community are to show respect, acceptance, and concern for others.

Cyberbullying in any form will NOT be tolerated. This applies to the school’s network AND the broader Internet, whether accessed on campus or off campus, either during or after school hours.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another person by digital means (Email messages, instant messages, text messages, etc.).

A community member who believes they are the victim of cyberbullying should not erase the offending material from their device or account. They should print a copy or take a screen shot of the offending material and immediately report the incident to a school official. All reports of cyberbullying will be investigated fully.

*Any person who alleges bullying by a student shall file a written complaint by providing a completed “**Bullying/Harassment/Hazing Prevention and Intervention Incident Form**” (See*

***Appendix)** directly to his or her teacher, immediate supervisor, or Principal/Preschool Director. The complaint shall describe the perceived violation, name the perpetrator, identify any potential witnesses to the incident, and provide such other information as requested*

Religious Education and Sacrament Policy

Liturgy and Prayer

ACS exists to transmit the values, principles, teachings, and traditions of the Catholic Church. Therefore, all students in our school are required to participate actively in all religious activities and services.

Special efforts are made to teach the liturgical seasons and feasts of the Catholic Church, especially Advent and Lent.

Religious Education Program

The religious education program of our school develops in each student an attitude of prayer, respect for the sanctity of all life, and awareness of the presence of God in our world. The program fosters the knowledge and appreciation of the Gospel of Jesus Christ and the richness of Catholic teachings and traditions. The primary objective of the Religious Education Program is to bring the child closer to Jesus Christ through traditional and spontaneous prayer experiences, modeled attitudes and behaviors supportive of Church teachings and beliefs, daily religious instruction, Eucharistic liturgies, and prayer services. Peace and justice issues, Catholic social teaching, mission awareness, and Christian/community service projects are an extension of the Religious Education Program.

Religious Activities

Prayer begins each day as students and teachers direct their minds and hearts to God and offer Him their daily activities. Students as well as other persons are encouraged to lead the opening prayers. Students may compose prayers, sing songs and lead the prayer of the day. Teachers help students by witnessing God in their lives by prayer, example and an awareness of God's presence during the day.

Religion is integrated daily through direct instruction, prayer, and multi-disciplinary activities. Students attend Mass each Friday at St. Gabriel the Archangel Catholic Church. Parents/Guardians and the parish community are encouraged to attend and participate in all school religious celebrations. See the calendar area of the school website for scheduled school Mass, Rosary and other religious events and celebrations.

When Mass or liturgical celebrations are held for the whole school, students should be reminded of appropriate conduct. Respect for the Blessed Sacrament and the sacredness of the altar and sanctuary as well as the church being a place of prayer and worship should be carefully fostered. Bible services, May Crowning, Stations of the Cross, celebration of religious feasts and praying the Rosary are planned by the faculty and the Catholic Identity Committee.

The classroom environment should reflect Catholicity. A crucifix, statue or picture of Mary, a bulletin board depicting a message of religious significance and/or a prayer corner with the Bible enthroned in a meaningful, prominent manner are all ways to accomplish this. Holy Water is available from the pastor and may be kept in the prayer corner for student and staff use. Great care should be taken that all of the above are kept neat, clean and treated with the utmost respect and reverence.

Sacramental Programs

The Sacraments of Reconciliation, First Eucharist and Confirmation

Students will receive preparation for the Sacraments of Reconciliation, First Eucharist and Confirmation in their individual parishes according to the policy of the Diocese of Phoenix. The

school will support the preparation process taking place in the parish catechetical programs, but not replace it.

(Diocesan Policy)

We approach Confession as the continuance of Baptism's gift of forgiveness and conversion. Through the Sacrament of Penance we receive the grace to live as children of God and the strength to serve God and neighbor as Jesus taught (Rite of Penance 7). The Sacrament of Penance helps form our consciences and strengthens us spiritually, and all the while we are continually building our relationship with a loving God and being called to unity with our brothers and sisters.

In the Diocese of Phoenix, the norm for preparation and reception of the Sacrament of Penance and Reconciliation is to be at the age of discretion, when a child is around seven years of age. The grade level at this age tends to be second grade.

2.2: PARISH AS LOCALE OF PREPARATION

2.2.1: Sacramental preparation is to be received in the parish.

2.2.2: There should be one preparation process for all parents and children in a parish, in addition to the on-going catechetical formation that takes place in the catechetical programs and/or the Catholic School.

Discipline

Student Discipline

In keeping with our school mission statement, the ultimate goal of our discipline policy is to help students develop spiritually, morally and socially. In order to achieve this, the faculty and staff use a developmental approach to teaching self-discipline and good decision-making. Good behavior is reinforced, and inappropriate behavior has its consequences. Our Schoolwide Learning Expectations are for students to be Active Christians and Thoughtful Citizens, and that is the goal of the student discipline policy.

Student Conduct Expectations and Rules

RULE #1: RESPECT YOURSELF, OTHERS AND YOUR SCHOOL

RULE #2: CONTRIBUTE TO THE LEARNING ENVIRONMENT

RULE #3: FOLLOW ALL SCHOOL PROCEDURES

These three rules apply to all school activities on school property including Extended Care and field trips. Each classroom teacher has adopted these three rules. The teachers work with the students to make sure the rules are understood and the reasons for the rules are taught. Students learn that each adult may have different procedures to help them follow the rules.

Behaviors Requiring Disciplinary Action

Academic Dishonesty.

Submitting work that is not one's own, is a serious offense. Academic dishonesty with homework includes, but is not limited to, giving one's work to another student, copying homework, submitting assignments of substantially the same nature under different student names or submitting material which is not the student's personal work. Academic dishonesty with regards to tests includes, but is not limited to, communicating with another student during a test, copying from another student, and lending or receiving materials. According to the 1994 edition of *Writing Research Papers*, "Plagiarism is the act of intentionally or unintentionally treating work done by someone else as though it were [the student's] own. If the information, idea, or statement [used] is not common knowledge, and if it came from an outside source, then [the student] must credit [the correct] source. Failure to do so constitutes plagiarism" (39-40).

The possible consequences for Academic Dishonesty include:

- Student Action Plan
- Zero credit
- Suspension
- Re-evaluation of the student's continuance at ACS.

These consequences are subject to change based on the severity of the infraction.

Classroom Misbehavior

Students who continually disrupt the classroom environment take away from the learning experience of others. Students are given an opportunity to rectify misbehavior and are often guided to alternative choices to improve outcomes. When repeated offenses show no improvement, a parent/student conference will take place to determine future action.

Violence

ACS has zero tolerance for threatening or actual violence. Immediate and severe disciplinary action will

result when threats or acts of violence are observed by an adult or otherwise substantiated with evidence.

Damage or Theft of Property

Damage or theft of property by a student, whether malicious or accidental at ACS, will be paid by the parents or guardian. This includes damage to or theft of textbooks and educational materials, computers, and athletic equipment.

Tobacco, Alcohol and other drugs

According to diocesan policy any incident involving a person intentionally present to sell or transfer marijuana, peyote, prescription only, dangerous or narcotic drugs or in the possession or use of all of the above except prescription only drugs or involved in manufacture of dangerous drugs on a school campus must be reported to an administrator who must report to a peace officer (Reference A.R.S. 13-3411). Possession, use, or being under the influence of tobacco, alcohol or illicit drugs, is prohibited on school premises and at all school sponsored student activities. The possession, use, sale or attempted sale of tobacco, alcohol or illicit drugs will result in required withdrawal from the school.

Weapons

According to diocesan policy, any incident involving an un-emancipated minor, unaccompanied by a parent, grandparent or guardian or a certified firearms safety instructor knowingly carrying or possessing a firearm on his person within his immediate control or on a means of transportation on school grounds must be reported to an administrator who must report to a peace officer. Threat, possession, or use of a weapon on school premises or at school sponsored activities will result in disciplinary action and/or required withdrawal from school.

Crimes and Threats

Any suspected crime against a person or property that is a serious offense or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to employees, students or anyone on the school property must be reported to Law Enforcement. (See Arizona Revised Statutes Section 15-341 (A) (33).

The suspected student will be placed on suspension until the investigation is completed by Diocesan policy. The suspected student must be evaluated by a mental health professional to determine if able to return to school without being a threat to self or others.

Disciplinary Action

Teachers use infractions of school rules and policy as an opportunity to teach student(s) about appropriate self-discipline skills. However, when behavioral infractions become repetitive and/or threaten the learning environment, disciplinary action is taken.

The levels of Disciplinary Action include:

1. Verbal Reminder, Student Action Plan (SAP), Recompense and/or Consequence.
2. Communication with Parents (telephone call, e-mail, SAP, etc.).
3. Involve Administration to make a Behavior Modification Plan after 3 documented incidents or after serious incident of bullying or other serious behavior infraction as defined by the school administration.
4. Suspension (out of school or in-school).
5. Probation.
6. Expulsion.

Serious infractions as defined by the school administration could result in immediate probation, suspension or expulsion. One or more disciplinary actions may be implemented per infraction depending on the severity of the infraction.

Student Action Plan (SAP)

A Student Action Plan is a form that the student may complete with his/her teacher after a school rule has been violated. The purpose of the action plan is to use the opportunity to teach a self-discipline skill. In the action plan, the teacher identifies the inappropriate behavior and the student reflects on the skills he/she did not practice and a plan of better behavior in the future. A parent signature is required on the SAP.

Suspension

A suspension is invoked when a student demonstrates a serious disregard for ACS behavioral guidelines. The student's parents will be informed that their child has been suspended. Suspensions may not be appealed (Diocese of Phoenix School Policies 1.15 D). Suspension is generally served for one to five weekdays. Suspension will be served in or out of school. In-school suspension will take place during the school day with the student completing Discipline with Purpose curriculum directly related to the behavioral issues leading up to the student's suspension. A suspended student will not be allowed to attend or participate in any school sponsored social or athletic activities during the period of suspension.

Immediate Suspension from School

The principal has the authority to place any student on immediate suspension for any reasonable suspicion or evidence of the following:

1. Endangerment of other students, faculty, staff, or self. This includes physically harming, or potentially harming, another student
2. Possession of drugs alcohol, weapons, or tobacco, illegal paraphernalia, obscene or offensive material
3. Through attitude or action, demonstrating serious disrespect for a teacher, administrator, fellow student and/or disrupting the orderly process of learning
4. Harassment / Bullying
5. Failure of past disciplinary actions to effect improved conduct
6. Falsification or misinterpretation of notes sent to/from parents or guardians
7. Serious violation of the school's technology user's agreement
8. Academic dishonesty
9. Violation of the ACS 24/7 Policy
10. Any other serious infractions

Probation

After suspension or other serious misconduct, including excessive SAPs, or at the recommendation of the administration, a student may be placed on disciplinary probation. The student and his/her parent(s) will receive a probationary letter explaining the conditions of this probation. A student who violates the conditions of his/her probation is liable for dismissal.

Dismissal

There are three general guidelines for consideration for dismissal:

1. When the moral or physical well-being of individual students, staff, or the student body is endangered.
2. When there is prolonged and/or open disregard for school authority and/or the student violates probation.
3. When the infraction is severe enough to warrant dismissal.

Reasons for Dismissal

Conduct of any kind that is in conflict with the values for which our Catholic community stands is grounds for dismissal from ACS. The reason for immediate dismissal includes the following but is not limited to:

1. Possessing, using or being under the influence of tobacco, alcohol or illicit drugs, on school premises and at all school/church sponsored activities.
2. Flagrant insubordination.
3. Further misconduct after being placed on probation.
4. Violating civil law of the reasonable rights and dignity of others.
5. Carrying a weapon or anything that may be reasonably considered to be a weapon.
6. Threat, possession, or use of a weapon on school premises or at school sponsored activities.
7. Theft of or malicious damage to parish property or the personal property of teachers or students.
8. Academic dishonesty.
9. Harassment or Bullying.

The Pastor has the final decision on the expulsion of any student from the school.

Disciplinary Review

In the case of a student's required withdrawal from a school, a parent of the student may appeal the decision of the administrator to the pastor. The appeal must be made in writing within 5 calendar days. (Diocese of Phoenix School Policies 1.15 B)

Right to Search

ACS reserves the right to search and inspect lockers, bags, etc. when those in authority deem it necessary to do so.

Harassment and Bullying

Annunciation Catholic School believes that all persons have a God-given right to be treated with dignity and respect. In light of this belief, any form of harassment by students, employees, parents, and school volunteers will not be tolerated.

The aim and goal of the school's harassment policy is as follows:

- To promote a Catholic educational environment in which harassment is not tolerated.
- To take positive action to prevent harassment from occurring through a well-communicated and clear policy.
- To inform students, parents, faculty, staff, of the school's expectations and to foster a productive partnership among the school's stakeholders which helps maintain a positive school environment.

Harassment Defined

Harassment is unwanted, repeated, harmful behavior that is directed at an individual or group. Harassment is any activity that is meant to alarm, annoy, torment, intimidate, threaten, terrorize, or put a person in fear of their safety. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim.

Harassment can occur at any time during school, school-related activities or non-school hours which involves or targets ACS students and/or ACS employees or volunteers. Harassment can occur whether the intended victim is present or not. It includes, but is not limited to, any of the following:

- Verbal conduct such as epithets, derogatory jokes, comments, slurs, imitations or comments; unwanted sexual advances or lewd propositions;
- Visual insults, such as derogatory posters or cartoons, drawings, photography, or gestures;
- Physical contact such as unwanted or offensive touching, impeding or blocking movement, or any unwanted activity that interferes with normal work, school, study or play.
- Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates a hostile or offensive work or school environment.

Harassment can be blatant or subtle. General guidelines for determining whether actions constitute harassment include the severity, pervasiveness, or persistence of the behavior. Certain egregious behaviors need only to occur one time to be considered harassment.

The student is responsible for conducting himself/herself in a manner that fosters a positive school environment. He or she should refrain from behavior that may be considered discriminatory, intimidating, or harassing. If a student has been warned of harassing behavior, he or she should cease the discriminatory, intimidating, harassing, or unwelcome behavior.

All allegations of harassment should be reported in writing directly to the school administration. Allegations will be taken seriously and will be promptly investigated in a confidential manner. A charge of harassment does not in itself presuppose wrongdoing. Students found to have filed false and frivolous charges will also be subject to disciplinary action, up to and including dismissal. Annunciation Catholic School strongly opposes and prohibits all forms of harassment (e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability), whether verbal, physical, or environmental. Any person who violates this policy will be subject to disciplinary action, up to and including required withdrawal for students.

Bullying Defined

BULLYING POLICY: (Policy 3.1.4.30, DIOCESAN HANDBOOK OF POLICIES, PROCEDURES AND NORMS FOR CATHOLIC SCHOOLS) THE DIOCESE STRONGLY OPPOSES AND PROHIBITS ALL FORMS OF BULLYING. ANY VIOLATIONS OF THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION OR REQUIRED WITHDRAWAL.

It is the policy of the educational programs of the Diocese to maintain a learning environment that is free from any type of bullying (as defined in Section 2 below). The educational programs of the Diocese shall take reasonable steps to ensure that no student associated with these programs is subjected to any type of bullying.

It shall be a violation of this policy for any student to commit an act of bullying against another student.

DEFINITION OF BULLYING:

1. *“Bullying” is any aggressive and unwanted behavior by a student or group of students that:*
 - *is intended to harm, intimidate, or humiliate the victim*
 - *involves a real or perceived power imbalance between aggressor and victim*
 - *is repeated over time, or causes severe emotional trauma.*
2. *“Bullying” includes cyberbullying.*
3. *“Bullying” does not include ordinary teasing, horseplay, argument, or peer conflict.*

PROCEDURES

*Any person who alleges bullying by a student shall file a written complaint by providing a completed **“Bullying/Harassment/Hazing Prevention and Intervention Incident Form”** (See **Appendix**) directly to his or her teacher, immediate supervisor, or Principal/Preschool Director. The complaint shall describe the perceived violation, name the perpetrator, identify any potential witnesses to the incident, and provide such other information as requested.*

Allegations of bullying reported in accordance with this policy are taken seriously and will be appropriately investigated in a timely and professional manner

The educational programs of the Diocese prohibit and will not tolerate retaliation against an individual for making a good faith complaint of bullying, or for cooperating with the investigation of such a complaint.

Anonymous reports or complaints generally will not be accepted or investigated due to concerns about reliability and the inability to effectively, thoroughly and impartially investigate.

Information will be treated with discretion and with due regard for confidentiality, both of the complainant and of the accused, with the understanding that information will be disclosed as necessary or appropriate to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

The standard for determining whether conduct constitutes a violation of this policy shall be made by the school administration in its reasonable judgment. It is not necessary to make a showing that the victim was psychologically harmed.

SANCTIONS

A substantiated charge against a student in one of the schools in the diocese shall subject that student to disciplinary action, which may include suspension or required withdrawal, consistent with the student discipline code.

The determination regarding appropriate disciplinary action shall be made by the school administration in its reasonable judgment, based upon the severity or pervasiveness of the conduct, the harm to the victim, and such other factors as the school administration deems relevant or appropriate in its reasonable discretion.

All students are expected to act in accordance with the mission and philosophy of Annunciation Catholic School at all times. Students who violate civil or criminal law, regardless of date, time, location may be expelled from Annunciation Catholic School at the discretion of the school administration.

Reasonable Contact

The school administration is committed to maintaining a safe environment for all students and staff. In order to maintain the good order, safety and the welfare of the school community, situations may arise in which school administration or staff may restrain, redirect, escort or otherwise use such physical contact as is reasonable and appropriate under the circumstances to prevent a student from doing, or continuing to do, any of the following:

- committing a criminal offense;
- causing personal injury to, or damage to the property of, any person (including the student him/herself);
- significantly disrupting the maintenance of good order and discipline at the school or any school function, despite receiving reasonable instruction to cease such behavior.

Parental Expectations

Parental support of the authority of teachers and school staff members is expected to implement the discipline program successfully. All students are expected to follow the behaviors outlined in this handbook while on campus or while attending any school sponsored functions (field trips, etc.) When clarification of a disciplinary action is necessary, the administration asks that the parent(s) should first consult with the teacher, and if further clarification is needed please contact the principal.

Family Care Process

ACS staff and parents need to take informal concerns seriously at the earliest stages to reduce the number of issues that may develop into escalated problems. A concern will be handled, if at all possible, without the need for formal procedures.

Family Care Process – Step 1

Parents are asked to address the person directly involved with the concern such as a teacher or staff member as the first step in the Family Care Process.

Family Care Process – Step 2

If the teacher or staff member is not able to resolve the issue, or if the issue continues to re-occur, the parent is encouraged to contact the principal and ask for an appointment to discuss the issue.

Family Care Process – Step 3

If the parent remains dissatisfied they are asked to complete the *Formal Family Care Process Form* (see *Appendix*).

FORMAL Family Care Process - Step 1

The parent fills out the Formal Family Care Process Form and hands the form into the ACS office or emails it to the Principal.

FORMAL Family Care Process - Step 2

After reading the completed Form, the Principal may offer a different resolution, uphold the initial resolution, or may consult with the Pastor regarding the matter. The Principal's response to the Form will be provided in writing to the parent and a copy sent to the Pastor.

FORMAL Family Care Process - Step 3

If the family is not satisfied with the resolution offered from the Principal, they may then request a formal review by the Pastor.

Pastor will review all findings

Pastor may interview all parties

Pastor will give a new resolution or uphold given resolutions

Pastor decisions are final

Abuse of Teachers

The Diocese of Phoenix and Annunciation Catholic School policies incorporate the following Arizona Statutes:

Arizona Revised Statutes Section 13-2911 (D) states that schools shall adopt rules for maintenance of public order on all property.

Arizona Revised Statutes Section 15-507 states that a person who knowingly abuses a teacher or other school employee engaged in the performance of his duties is guilty of a class 3 misdemeanor.

Arizona Revised Statutes Section 13-1204 (6) states that a person commits aggravated assault if the person commits assault knowing or having reasons to know the victim is a teacher or other person employed by the school, and the teacher or other person employed by the school is engaged in any authorized and organized school activity whether on or off school grounds.

Arizona Revised Statutes Section 15-341 (33) states that schools report to local enforcement any suspected crimes against persons or property and any incidents that could potentially threaten the safety or security of pupils, teachers or administrators.

Safety

On Campus Supervision

School hours are from 8:00 a.m. to 3:00 p.m. Students are under direct adult supervision whenever they are on campus. Students are never sent on errands outside the school campus. They may be released from school only at the written request of the parent or guardian. Anytime a student is taken off campus, whether for athletic competition, field trips, or school-sponsored events, the written permission of the parent or guardian is required.

Fire Drill

Monthly fire drills shall be carried out in accordance with the regulations of the State and City Fire Codes. Teachers orient all students and classroom workers to follow drill procedures.

Reverse Evacuation and Lock-down Drills

At least two times a year, reverse evacuation and lock-down drills shall be conducted in accordance with the regulations of the school *Crisis Plans*. Teachers orient all students and classroom workers to follow drill procedures.

Intruders

Persons with no legitimate reason or written documentation to be on school grounds will be asked to leave by school personnel. If the person does not leave or is armed, the police shall be called and a school wide lockdown initiated immediately.

Natural or Human-Created Disasters

In the event of a natural disaster (flood, earthquake or any other type of natural disaster) or a human-created disaster (acts of terrorism, hostage taking, etc.) parents and staff will be notified immediately via the automated broadcast system.

During school hours:

All children will be kept on the school property or relocated to a safe location nearby until a parent or a parent-designate picks them up. Once notified, parents should follow the guidelines below:

- Do not telephone the school. There are limited phone lines. They **MUST** be used to respond to the emergency.
- Please do not come to the school unless requested to pick up your child at school. Any emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed via the media and/or email.

Outside of school hours:

The automated broadcast message will inform you of whether or not to send your child to school.

Child Abuse Reporting

Arizona law requires the reporting by school personnel of suspected cases of child abuse and neglect to Child Protective Services and local law enforcement. A copy of the Diocesan Child Abuse Policy, **policy number 3-1.4.14**, is available for review in the principal's office.

Release of Convicted Child Molester

When the school receives notice of a convicted child molester in the immediate community or an incident involving children in the immediate community, the Principal shall notify employees, parents and students in writing.

Release of Student Information

Written permission from parents/guardians is required before a student's name or likeness can be used for any promotional purposes involving the Diocese, parish, or school, news or feature stories in any media, or other purpose whatsoever. This includes still-photos, motion pictures, audio or video takes, photographs and/or other reproduction, including voice and features with or without name.

Before printing student directories, written permission for publication of this information must be secured from parents/guardians.

****See the Appendix for a copy of the Photographic and Interview Release Form***

Safe Environment Training

Safe Environment Training is an annual requirement of all Annunciation Catholic School parents and volunteers. We can all be part of the solution; together we can prevent child abuse. All priests, deacons, employees, and volunteers in ministries that serve minors are required to take Safe Environment Training annually.

In the Diocese of Phoenix all volunteers must complete the approved Safe Environment foundation course. The course is a 3-hour program which will teach steps that can be taken to prevent child sexual abuse and as a component of the training everyone is required to complete a volunteer application and Code of Ethic.

A 30-minute renewal Training is offered for all subsequent years. This training is offered through in-class sessions or through computer 'online' training.

All ACS parents are required to complete this training by October 1. A Certificate of Completion for such training must be on file in the school office.

Student Health and Wellness

Annunciation Catholic School is committed to providing a school environment that promotes and protects children's health, well-being, and the ability to learn by supporting healthy eating habits and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and life-long health and well-being. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their bodies.

The following components will be addressed during the school year:

Nutritional guidelines	Other school-based activities
Nutrition education	Parent and staff involvement
Physical activity	Evaluation

The Diocese of Phoenix Catholic Schools Office encourages school fundraisers to offer non-food items or healthy food choices.

School Lunch

Grades K-3 eat lunch in the K-3 all purpose room. Grades 4-8 eat lunch outside, except during inclement weather when lunch will be held in the K-3 all purpose room. A hot entrée and salad entrée are available each day through our lunch vendor. Orders are placed through Boonli.com. A link is provided on the ACS website. Children also have the option to bring a sack lunch. Please send prepared food that does not require microwaving, cutting, or peeling. Please limit the sugar in the lunches. **Candy and soda are NOT allowed.**

Snack and Water

Parents/Guardians are asked to supply snacks for their own child. Nutritious snacks are recommended.

Each child should bring a filled water bottle to school each day.

Health and Wellness Guidelines

ACS asks that parents/guardians adhere to the following policies:

- Washing hands is the best way to protect from spreading germs.
- Students are asked several times throughout the day to wash thoroughly with soap and water.
- All volunteers are asked to wash their hands before working or volunteering in a classroom.
- Hand sanitizer is also available in each classroom.

If a child has any symptom of a contagious disease, he/she should be kept home from school.

These signs or symptoms may include, but are not limited to: fever, diarrhea, vomiting, swollen glands, sore throat, cough, nasal discharge that is not clear, and rash.

Children who have had a fever or stomach disorder should be **free of those symptoms a full 24 hours before returning to school.**

If a child has been prescribed antibiotics, he/she must have completed a **full 24 hour cycle of medication before the day of returning to school.**

Medication Administration

If a child needs prescription medication administered to him/her while in school, or if a parent/guardian would like the school to be able to dispense over-the-counter medications (including chewable allergy medication or cough drops), a “Permission to Dispense Medication to Students” form must be properly and completely filled out and signed. **A new form must be signed every year.**

All prescription medication must be in the original container as prepared and labeled by the pharmacist, including the date dispensed and date of expiration, patient’s name, name of the medication, dosage, and time(s) to be dispensed. Tylenol, Advil, Mylanta, Benadryl, cough drops, and all other over-the-counter medications and ointments must be in the original packaging showing directions, dosages, compound contents, and proportions. All over-the-counter medications must be supplied to the school by the parent. The medication you supply will be labeled with your child’s name for use by your child only. Stock supplies of any type of over-the-counter medications are not provided by the Diocese.

Student misuse of self-administered medication can cause illness, side effects, and/or seizure. For their safety, students may not have any prescription or over-the-counter medications in their possession unless a signed physician’s statement is presented indicating the necessity for a student to self-administer his/her medication. Students found to have prescription or over-the-counter medications in their possession will face disciplinary action.

Emergency Procedures in Case of Illness or Injury

In the event a child is injured or becomes ill at school, they will be kept as comfortable as possible while the parents/guardians are contacted. In the event a parent/guardian cannot be reached, those listed as emergency contacts will then be called. It is imperative that emergency contact cards are kept current.

If a child suffers a serious medical emergency, the school will call 911 and the child will be transported to the nearest medical facility, as determined by the emergency personnel. Parents/Guardians will be contacted immediately and informed of the situation accordingly.

Liability and Accident Insurance Information

Student accident insurance is provided for all students, secondary to any family coverage. Students are covered for accidents occurring during the school day when under school supervision. A copy of the policy is in the school office that details the actual coverage, conditions, and restrictions that may apply.

Peanut Allergy Awareness

ACS is committed to making the school community aware of students with allergies, but does not have the capacity to ban allergens or provide an allergy-free environment.

Every student who is identified with a serious allergy or health issue will have an Individual Health Care Plan (IHCP) and an Emergency Health Care Plan (EHCP). This will be made known to all school staff.

Empathy and compassion are key elements in helping your child understand that allergies can be potentially life-threatening. **You can help by not sending nut products to school and explain how this will protect those with nut allergies.**

School Organizations

Campaign Committee

Purpose: Focus on raising funds and planning for the permanent facility.

Advisory Council

Purpose: Provide strategic counsel and direction to the Pastor and Principal in order to assist them in accomplishing the mission of the school. The Principal is responsible for all school operations and will report monthly on operational status and other matters pertinent to the duties of the Council.

Partners In Education (PIE)

Purpose: Maintain our strong Catholic community and encourage the active involvement of parents in order to achieve our school mission.

Appendix

The following items are included in the Appendix:

- Transportation Policy – Roman Catholic Diocese of Phoenix
- Transportation of Minor Person to/from School Campus
- Off-Campus Permission Form
- Driver Information Form (for adults driving students to field trips)
- Photographic and Interview Release
- Uniform Guidelines
- Bullying/Harassment/Hazing Prevention and Intervention Incident Form
- Formal Family Care Process Form
- Technology Acceptable Use Agreement for Student/Parent
- Technology Acceptable Use Agreement for Faculty/Staff/Volunteer/Adult
- Receipt and Acknowledgment of Handbook form*

***Receipt and Acknowledgement of Handbook Form MUST be signed and returned to the school office with your registration paperwork prior to the first day of school. Thank you!**

Roman Catholic Diocese of Phoenix – Transportation Policy

Policy Statement

As it carries out its mission in service of the Body of Christ, transportation is critical to many of the pastoral and charitable works of the Local Church. While never failing in this mission of service, we must at the same time seek to develop and implement practices aimed at limiting the risk associated with our transportation activities and protecting the financial and other assets that the faithful have made available to us specifically for the purpose of carrying out our mission. This risk management is the responsibility of all clergy, religious, lay employees, volunteers, and faithful in the Diocese of Phoenix. Adherence to the Transportation Policy is required of all parishes and schools in the Diocese as well as other diocesan institutions that participate in its Group Insurance Program.

Related policy information

Church*-owned Vehicles

- Drivers must be 21 years of age or older.
- If minors are transported, driver must be 25 years of age or older.
- Drivers must have a valid driver’s license and no physical disability that could in any way impair their ability to drive the vehicle.
- Each driver must complete a “Driver Information Sheet.” The sheets are retained on file for the duration of each individual’s service as a driver.
- Annual driving records must be obtained for frequent or regular drivers of parish or school vehicles. The record can be obtained from www.azdot.gov. The form is titled “Motor Vehicle Record Request.”
- The use of 10 to 15 passenger vans to transport children or adults is prohibited. The vans may be used for cargo vans only if all but the two front seats are removed.
- Beginning July 1, 2007 all vans and buses must meet Federal Motor Vehicle Safety Standards (FMVSS) for visibility, bus body structure requirements for rollover accidents, strength of body panel joints and occupant protection requirements for passenger seating and barriers. A copy of the FMVSS regulations can be obtained from Catholic Mutual Group.
- Seat belts must be used at all times. Each occupant must have a seat belt. No passengers are permitted in the bed of a pick up or in the cargo area of a vehicle. This requirement does not apply to buses which are not equipped with seat belts, provided they meet the federal requirements as stated in §1.g.
- Church*-owned vehicles may be driven outside of the United States only if adequate insurance is purchased for these occasions. If such a trip is planned, the Diocesan Claims/Risk Manager must be consulted.

Personal Vehicles used for Church* Business

- Drivers must be 21 years of age or older.
- If minors are transported, driver must be 25 years of age or older.
- Drivers must have a valid driver’s license and no physical disability that could in any way impair their ability to drive the vehicle.

- The attached driver information form must be completed for each driver and kept in parish/school files.
- The use of 10-15 passenger vans to transport children or adults is prohibited. The vans may be used for cargo vans only if all but the two front seats are removed.
- The vehicle must be currently registered and in good operating condition and have all safety equipment as required by law.
- The vehicle must be insured for the following minimum liability limits: \$100,000 per person and \$300,000 per accident.

Rented/leased vehicles

The rental or lease of 10-15 passenger vans to transport children or adults is prohibited.

When a vehicle is being rented or leased and the following conditions are met, liability insurance must be purchased from the rental agency: (a) minors will be transported in the vehicle or (b) non-church*-employees will be transported in the vehicle.

If vehicle will be driven to Mexico, purchase Mexican Insurance. Make two copies and keep one in the vehicle and one with the group leader.

Chartered Vehicles

Obtain a Certificate of Auto Liability naming the Diocese and location as an additional insured.

Minimum liability limits are \$1,000,000 combined single limit. If more than 15 people are being transported then minimum acceptable limits are \$5,000,000 combined single limit.

***The use of the word “church” here refers to all institutions of the Diocese of Phoenix that participate in its group insurance program.**

TRANSPORTATION OF MINOR PERSON TO/FROM SCHOOL CAMPUS

The Catholic Diocese of Phoenix “Policy on Sexual Misconduct” as it pertains to Diocesan Personnel provides, in part, that “Field trips or other outings involving a minor in places and situations where no other responsible adults are present...” are to be avoided. The directive of this provision requires that another adult should accompany Diocesan personnel who transport minors to and from field trips and outings.

Because of the limited number of participants in the _____ (name of program) of _____ (name of school) and the time of day in which program events will occur, it may not always be possible to have two adults occupying each vehicle transporting minors to and from the programs.

The Diocese permits **exceptions to this policy** only upon a showing by the school that:

1) a school has made reasonable efforts to have two adults present in such vehicles, but without success; and 2) a parent or guardian of any student participating in such program has consented in writing to allow such student to be transported in a vehicle occupied by only one adult. However, for the exception to apply the parent/guardian of the minor person must consent in writing.

I, _____, of _____
(name of parent/guardian) (name of minor student)

have selected one of three alternatives below by checking the applicable box to indicate selection:

(1) **CONSENT OF PARENT/GUARDIAN TO ALLOW FOR EXCEPTION TO POLICY.**

I, _____, parent/guardian of _____, (name of student) a participant in the _____ (name of program) of _____ (name of school) hereby consent to allow the student named above to travel to and from program events in a vehicle occupied by a single adult person at any time during the _____ school year. I further acknowledge that I have instructed my minor child to occupy only the rear seat(s) of such vehicle. I agree that if I wish to revoke this consent I will do so in writing and deliver such revocation to the Principal of the school. I further consent subject to the following additional conditions (if any):

(2) NON-EXCEPTION

I, _____, parent/guardian of _____, choose to have my child always travel in a 2 adult vehicle.

(3) ASSUMPTION OF TRANSPORTATION RESPONSIBILITY

I, _____, parent/guardian of _____, will solely provide transportation for my child to all activities away from the school campus.

(Signature of parent/guardian)

(print name of parent/guardian)

State of Arizona
County of _____

Subscribed and sworn to before me this ____ day of _____, 20__.

Notary Public

My commission expires: _____



**Roman Catholic Diocese Of Phoenix
Off-Campus Permission Form**

Name of School

I/we, the parent(s)/guardian(s) of _____
Name of Child

request that the school allow my/our son/daughter to participate in

Activity/Trip/Destination/Date/Time

I/We hereby release and save harmless the school

_____ and any and all of its employees
Name of School

from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip.

(ADD DETAILS OF THE TRIP INCLUDING MODE OF TRANSPORTATION, WHO WILL ACCOMPANY THE CHILDREN AND THE EDUCATIONAL OBJECTIVES)

Signature Parent/Guardian Please Print Name Date

Phone Number(s)

Signature Parent/Guardian Please Print Name Date

Phone Number(s)



**The Roman Catholic Diocese of Phoenix
Driver INFORMATION FORM**

<u>DRIVER INFORMATION</u>			
Driver Last Name:	First Name:	Middle Initial	Date of Birth
Street address:	City:	State:	Zip Code:
Phone #:	Drivers License #:	State:	Expiration Date:

<u>VEHICLE INFORMATION</u>			
Name of Owner:			
Owner Street address:	City:	State:	Zip Code:
License Plate #:	State:	Date of Expiration:	
Model of Vehicle:	Make of Vehicle:	Year of Vehicle:	

If more than one vehicle is to be used, the above information must be provided for each vehicle.

<u>INSURANCE INFORMATION</u>		
When using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle.		
Insurance Company:	Policy #:	Date of Expiration:
Liability Limits of Policy*:		

**Please Note: The minimum acceptable limits for privately owned vehicles are \$100,000/\$300,000.*

CERTIFICATION	
I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older. I must be 25 years of age or older to transport minors. I must possess a valid driver's license, have the proper and current license and vehicle registration and have the required insurance coverage in effect on any vehicle used.	
<i>Signature</i>	<i>Date</i>



**Roman Catholic Diocese Of Phoenix
Photographic and Interview Release**

Today's date: _____

I hereby grant my consent to use and release to the Catholic Diocese of Phoenix and (name parish/school) _____ the use of my name or likeness, or my child's name or likeness, whether in still, motion pictures, audio and video tape, photograph and/or other reproduction including voices and features with or without names for any promotional purposes involving the diocese or parish/school, news or feature stories in The Catholic Sun or other media including the Internet and/or World Wide Web or other purpose whatsoever, except for the endorsement of any commercial products.

These items may be used without limitation or reservation of any fee.

Minors cannot consent to media interviews or waive their privacy right. These decisions must be made by parents/guardians therefore this release form **must** be signed by parents/guardians when the individual is a minor.

Student Name (Please Print Name)

Address City State Zip

Phone

Signature/Parent/Guardian (if minor] Please Print Name

Address City State Zip

Phone

The purpose of this form is to allow pictures in the yearbook, various brochures, publications, news items, video tapes, school events, programs, Internet, World Wide Web, etc.

ANNUNCIATION CATHOLIC SCHOOL UNIFORM POLICY

All students are required to wear the approved school uniform. All uniforms must be purchased from our primary vendor, Educational Outfitters, or secondary vendor, Dennis Uniform. Clothing purchased from retail stores is not uniform. If a child comes to school and is not dressed according to policy, the parents will be notified in writing.

PE Uniforms and Spirit Wear are available through the ACS School Store. Orders can be placed through the school website and at periodic special sale days at school.

Educational Outfitters 

DENNIS
school uniforms

1628 E. Southern Ave. Suite #11
Tempe, Arizona 85282
(480) 429-5136

<http://phoenix.educationaloutfitters.com/>

Financial assistance for uniform purchases is available. Please contact Mrs. Pristash for information.

Dress Code Requirements

Girls

- Uniform jumper, skort and skirts in Douglas Plaid only.
- All girls in grades 5-8 must wear approved skirts only.
- All girls must have at least one blue uniform shirt for yearbook portraits and special group pictures.
- Green or royal blue uniform polo shirt with school logo on front.
- Navy blue or black bike shorts must be worn under all skirts & jumpers.
- Full length leggings in Navy blue or black only may be worn in winter, no lace or decoration.
- No capri length leggings at any time.
- Girl's tights must be white, navy or black.
- Uniform girls white peter pan blouse should be worn under jumper in K-4.
- Uniform skirts/skorts should be no higher than 1" above the knee both in back and in front.
- No make-up of any kind.
- Girls' hair must be trimmed so that it does not hang in the eyes.
- Temporary hair dyes are not permitted.

Boys

- Green or Royal Blue uniform shirt with school logo on front.
- All boys must have at least one blue uniform shirt for yearbook portraits and special group pictures.
- Uniform khaki pants or shorts must be purchased at Educational Outfitters or Dennis Uniforms (must be the Annunciation approved style).
- Belts-Solid black or brown required.
- Socks are required: solid color white or black only no logos, stripes, patterns or designs. Socks must cover the ankle.

- Boys' hair must be kept cut in traditional boys' *short hair* styles--hair must be trimmed around the ears so that hair does not hang over the ears, on the forehead so that it does not hang in the eyes, and in the back to a length short enough so that it does not touch the shirt collar.
- Temporary hair dyes are not permitted.

General School Dress Information

- All uniform pieces must fit appropriately. Shirts MUST be tucked and appearance neat.
- Shoes: Leather Mary Jane shoes or athletic sneakers that fasten only. No shoes with heels or wheels. No boots. No Sandals. No slip-ons.
- Please make sure shoe fasteners are in working order (laces, buckle, Velcro). No lights, please, as they cause a distraction.
- Socks are required: solid color white or black only no logos, stripes, patterns or designs. Socks must cover the ankle.
- Sweatshirts, hoodies and cardigan sweaters with school logo (sold by both vendors).
- Only ACS sweatshirts/hoodies and cardigans may be worn in class. All other outerwear is not permitted in class and will be stored appropriately
- No long sleeve non-uniform shirts under the school short sleeve polo.
- Spirit shirts: All students should wear spirit shirts for field trips and special school events. Spirit shirts are sold at Annunciation only.
- Earrings – Girls only, single piercing in each ear. No hanging earrings for safety reasons.
- P.E. uniforms are required for 5th grade and up. They are optional in 4th grade. P.E. uniforms are available through the ACS uniform store. They must fit appropriately.
- On P.E. uniform days, students in grades 5-8 wear their P.E. uniform all day.
- **Non-uniform day requirements:** Even when dressing out of uniform, students are expected to dress modestly and appropriately for school. The following are not allowed at any time in school: T-shirts with written message or characters, short shorts or cut-offs, spaghetti straps or tank tops, soiled or torn clothing, open-toed shoes, boots or high heels. Length of shorts/skirts must still adhere to uniform policy.
- Hats recommended for recess and field trips: bucket hat with school logo and baseball cap with school logo can be purchased only through the school uniform store.
- No tattoos, distracting jewelry, or piercing, other than ear piercings. Any jewelry considered a safety hazard or distraction by an ACS staff member will not be allowed.
- No fad or distracting hairstyle or hair coloring is permitted.
- No holes in clothing or frayed edges are permitted.

Field Trip attire will vary according to the purpose and location of the field trip. The teacher will indicate the attire on the permission slip.

At any time, the administration reserves the right to make determinations regarding the appropriate dress of students. Parents will be notified and are expected to correct improper uniform dress before the student will be allowed back to class.

Thank you to all families for following the ACS dress code.



Roman Catholic Diocese of Phoenix
BULLYING/HARASSMENT/HAZING PREVENTION AND INTERVENTION INCIDENT FORM

SCHOOL: _____

NAME OF PERSON PREPARING REPORT: _____

Check whether you are the: **Target of the behavior** **Reporter (not the target)**

Check whether you are a: **Student-Grade** _____ **Staff member (specify role)** _____
 Parent **Administrator** **Other (specify)** _____

I. INFORMATION ABOUT INCIDENT: **DATE OF INCIDENT:** _____ **TIME OF INCIDENT** _____

List who did the bullying/harassment/hazing _____ **Grade** _

List who was the target of bullying/harassment/hazing _____ **Grade** _

List Name(s) of witness(es) _____ **Grade** _____

Indicate the type(s) of harassment/hazing/bullying* behavior:

<input type="checkbox"/>	Physical (hitting, pushing, poking, kicking, spitting, etc.)
<input type="checkbox"/>	Social/Emotional (taunting, mocking, spreading rumors, peer isolation, name calling etc.)
<input type="checkbox"/>	Verbal Threats of Aggression (inflicting harm, revealing personal information, etc.)
<input type="checkbox"/>	Cyber (email, Facebook, blogs, text messaging, cell phone, etc.)
<input type="checkbox"/>	Racial (racial or ethnic slurs, jokes, exclusion, etc.)
<input type="checkbox"/>	Sexual (jokes, verbal innuendos, public embarrassment, labeling, etc.)
<input type="checkbox"/>	Property (theft, graffiti, defacing or destruction of clothing or personal items, etc.)
<input type="checkbox"/>	Other—Please describe:

* Please refer to Catholic Schools Office Policies and Procedures Section 3-1.4.30 (and related Appendices) for definitions of and procedures related to harassment, hazing and bullying.

Using the space below and/or on an additional attached sheet, describe in succinct, objective terms the event and/or behavior. Include the place, time, actions/reaction, and specific language of the incident, and copies written or electronic messages.

I certify that the above incident(s) are true and reflect to the best of my knowledge and recall an accurate and factual statement of the event(s).

Signature of Person Filing Report: _____ **Date:** _____

Contact Telephone Number(s): _____



**Roman Catholic Diocese of Phoenix
BULLYING/HARASSMENT/HAZING PREVENTION AND INTERVENTION INCIDENT FORM**

**FOR ADMINISTRATIVE USE
ONLY**

Name of person receiving report **Position** **Date**

Signature of person receiving report

II. NOTIFICATIONS:

PARENT/ GUARDIAN:

Parent/guardian of alleged victim:

Name: _____ Date: _____ Comment: _____

Parent/guardian of accused:

Name: _____ Date: _____ Comment: _____

Parent/guardian of witness:

Name: _____ Date: _____ Comment: _____

OTHER PERSONS NOTIFIED:

Name: _____ Date: _____ Comment: _____

III. INVESTIGATION

Investigator: _____ **Position:** _____

Interviews:

Interview alleged aggressor:

Name: _____ Grade: _____ Date: _____

Interview alleged victim:

Name: _____ Grade: _____ Date: _____

Interview witness(es):

Name: _____ Grade: _____ Date: _____

Name: _____ Date: _____

Grade: _____

Summary of Investigation:

IV. CONCLUSIONS FROM THE INVESTIGATION

Finding of Bullying/Harassment/Hazing* **Yes** **No** **Date:** _____

Action Taken:

* Please refer to Catholic Schools Office Policies and Procedures Section 3-1.4.30 (and related Appendices) for definitions of and procedures related to harassment, hazing and bullying.

FORMAL FAMILY CARE PROCESS FORM

Principal

Signature _____ Date _____

Date of Submission: _____ Date of Incident (if appropriate): _____

Your name: _____

Pupil's name and grade: _____

Your relationship to the pupil: _____

Daytime phone: _____ Evening phone _____

Email: _____

Preferred contact method: _____

Please give details of your incident or issue: (Include what has transpired; who was involved; dates and locations, if relevant.)

Have you previously tried to resolve your incident or issue?

(What actions, if any, you have taken. Please include who you spoke to, and their response.)

What is your proposed solution for the incident or issue?

ANNUNCIATION CATHOLIC SCHOOL TECHNOLOGY ACCEPTABLE USE AGREEMENT 2019-2020

A. Acceptable Use

The use of an assigned account shall only be for purposes directly related to the student's education and within the educational goals and objectives of ACS. The student's use shall further conform to the Student Handbook, where applicable. Compliance with these rules and restrictions is each user's sole responsibility.

Some activities are illegal and are expressly forbidden:

- Transmission of any material in violation of federal or state laws is expressly prohibited. This includes, but is not limited to, the transmission of copyrighted material, threatening or obscene material, or material protected by trade secrets. This restriction applies to the downloading of various files, which, though copyrighted, may be readily available, such as songs, videos, movies and other media content.
- Unauthorized duplication of programs. The student shall adhere to all state and federal laws pertaining to copyright, meaning that no program may be duplicated without the express permission of the original creator of said program.
- Hacking (the unauthorized retrieval of data) within or into any network or computer system, even when no harm is intended.

Some activities, which may be legal, are not appropriate:

- Use of the school's technological resources is for school-related business only. The School must first approve any other use.
- Use of product advertisement or political lobbying, including lobbying for student body office, is not permitted.
- Only educational games deemed appropriate by an instructor or teacher are allowed.
- No streaming is allowed without permission of the IT Coordinator. Streaming takes up limited bandwidth and prevents others from using the network.

B. Cell Phone and Personal Device Use

The school provides all devices for educational purposes (laptops, Chromebooks, iPads). Student may not use personal devices to access the school's WIFI network.

Cell phones are NOT acceptable to use for academic or any other purposes at school. Cell phones must be turned in to the student's home room teacher at 8:00 AM. They will be returned at 3:00 PM. If a student's phone is found to be anywhere other than the designated phone docking location in the homeroom, it will be confiscated, and the student's parent will need to pick it up at the principal's office.

C. Chromebook 1:1 Program

The use of the term "Chromebook" includes the actual device along with the charger issued by Annunciation Catholic School.

All eligible Middle School students (Grades 6-8) will be assigned a Chromebook for school use. Students are responsible for the Chromebook issued to them.

Annunciation Catholic School will issue a school owned Chromebook to students upon compliance with the following:

- Completion of Student Orientation Training Session
- Submission of signed Student Handbook Form and Acceptable Use Agreement Form
- Continued compliance with all rules, policies and procedures relating to Chromebook use

Terms of Use of Annunciation Catholic School Technology

- **Students may be subject to loss of privileges, disciplinary action, legal action, and parents/guardians may be financially responsible for up to \$300 for the replacement or repair of the school issued Chromebook in the event of damage and/or violation of policies and guidelines as outlined in the Technology Responsible Use Agreement of the Family Handbook.**
 - The Teacher and School Administrator will contact the parents/guardians to discuss device damage/loss information to identify the specific response necessary on a case-by-case basis.
 - Annunciation Catholic School reserves the right to establish and amend such rules, policies and procedures and to impose such consequences as it deems necessary, in its sole judgement, for the good of the order and welfare of the school and community.
- Students are required to turn in school issued Chromebook upon request from any school staff member, and to provide any passwords or other information requested. Chromebooks and any data contained thereon are the property of Annunciation Catholic School, and students (and their parents/guardians) agree that they have no expectation of privacy in such Chromebooks and/or data.
- Students should notify their teacher within 24 hours of damage, loss, or theft of a school issued Chromebook.

Care of the Chromebook

Students are responsible for the proper care and treatment of the Chromebooks assigned to them.

LCD Screen

- LCD screens are delicate – they don't like being poked, prodded, pushed, or slammed.
- Never pick up your Chromebook by its screen
- Don't slam the screen closed
- Be gentle when putting your device down

Cleaning the Screen

- Switch off your Chromebook
- Lightly dampen a non-abrasive cloth with water and gently wipe screen in a circular motion
- Do not directly apply water or cleaner to the screen
- Avoid applying pressure to the screen

Keyboard

- Gently brush your keyboard with a clean soft bristle paint brush or similar to remove dirt.
- If any key tops are missing or keys are in a damaged state, take your Chromebook to the Technology Department to be repaired immediately.

Student Data & Security

- Students are responsible for all data stored on their Chromebook. Students are provided unlimited storage in Google Drive. Any information or data stored in Google Drive is the property of Annunciation Catholic School, and students (and their parents/guardians) agree that they have no expectation of privacy of any information or data stored in Google Drive.
- Students are responsible for verifying their data has been backed up to Google Drive. This is done via an automated process on the Chromebook while connected to the internet.

The Internet

- Use of devices by students is governed by the Technology Responsible Use Agreement that students and parents agree to for use of technology within the school and district. Parents are also to familiarize themselves with the Technology Responsible Use Agreement to further support their adherence outside of the school environment.
- Any inappropriate use of the internet is unacceptable and is subject to disciplinary action and exclusion from the school networks and resources.
- Appropriate use of the internet service within the school network is closely monitored by a filtering system which blocks inappropriate content. This also applies to use of devices outside of the school network.

Peripherals

The school will not provide or specifically recommend any additional peripherals as part of the 1 to 1 program. However, parents or students may purchase peripherals outside of the program. Program support and warranty will not apply to peripherals. Peripherals may include devices such as:

- USB backup devices
- Additional batteries
- External hard drives
- Mice or External Keyboards
- Headphones

Temporary Loan for Repair

- Repair Loan devices may be available to students if their device has been submitted for repair under warranty conditions.

D. Use of Other Electronic Devices

Students shall not bring devices such as an, iPod, tablet, MP3 player, smart watch, fitbit or other electronic communication or entertainment equipment to school unless directed by a teacher and needed for class. Student cell phones must be turned off and stored in the homeroom (see I. Cell Phones).

E. Network Account: Data Storage

Each user of the School network shall abide by these policies and procedures and generally accepted rules of user etiquette. Only school-related data files shall be allowed on the Annunciation Catholic School Google Drive file server. Since all students use the same server, space is limited. Please delete old files and pictures at the beginning and end of each school year.

F. Email

The school provides 3rd – 8th grade students with a Gmail account. A student’s Email account carries with it many benefits. The account allows you to correspond with teachers, communicate and share files with group members, attach documents to work on at home and more. These benefits are paired with the responsibility of using your Email account appropriately.

The following policies are in place to ensure that this form of communication is used properly. Students who violate these policies, at the very least, will lose Email privileges.

The school expects that students sign-in and check their Annunciation Catholic School issued Email account on a frequent and consistent basis.

- Student password information shall not be shared.
- Students are responsible for all electronic mail originating from their Google account
- Forgery or attempted forgery of Email messages is illegal and prohibited.
- An unauthorized attempt to read, delete, copy, or modify Email of other users is prohibited.
- Users are prohibited from sending unsolicited mass Emails.
- All users must adhere to the same standards of conduct for communicating online that is expected in the classroom.

It is the student's responsibility to report any potential misuse of student Email to the School IT department.

Excessive Emailing is not only disruptive and inefficient but also uses up limited space in our system. A policy is in place to prevent the overloading of file space. If retention of specific Email information is desired, a hard copy should be printed.

Given the nature of electronic mail as a public medium, it is critical for students to use appropriate language and monitor message content being mindful that we represent Annunciation Catholic School. There should be no expectation of privacy when using Email. The school reserves the right to check all Email communication when deemed necessary or appropriate.

There will be no support for personal Email. This includes personal Email to/from your school account. This also includes external Email systems (Gmail, Yahoo, Cox, etc.).

G. Safety and Security

While electronic connection to the Internet and other online systems provides many educational opportunities, it also involves risk.

- Students should never give out names, addresses, or telephone numbers (or anyone else's information) to strangers online or anywhere else.
- Students should never arrange face-to-face meetings with individuals met solely online. It is very difficult to confirm the real identity of individuals met online, and is therefore a dangerous practice to undertake.
- Security on any computer system is a high priority because there are multiple users whose work is often the product of many hours of time and effort. Students should never use another individual's account (even if it has been left accessible) or log on to the system as someone other than themselves. If a security problem is identified, students should notify the Annunciation Catholic School administration at once. Do not demonstrate the problem to other users.
- Students should never give out their password to anyone. Students are solely responsible for their accounts, and improper or illegal activities that occur while someone is logged on to the network under a student's account are their responsibility.
- Electronic equipment, regardless of ownership, (student or School) must never be left unattended outdoors or in public areas on campus.

H. Cyberbullying

All members of the Annunciation Catholic School community are to show respect, acceptance, and concern for others. Cyberbullying in any form will NOT be tolerated. This applies to the school's network AND the broader Internet, whether accessed on campus or off campus, either during or after school hours.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another person by digital means (Email messages, instant messages, text messages, etc).

A community member who believes they are the victim of cyberbullying should not erase the offending material from their device or account. They should print a copy of the offending material and immediately report the incident to a school official. All reports of cyberbullying will be investigated fully.

I. Social Networking

Social networking websites (Facebook, Twitter, Instagram, etc.) MAY NOT be accessed on school property at any time. The names of users who use these and similar social networking sites off-campus may be linked to ACS, so that any site

content reflects on the school community. When a user is online, the user is also representing the ACS community, and the site content may negatively reflect or affect the reputation and well-being of ACS and others. Accordingly, the school retains the right to monitor student use of these sites. Should inappropriate material be discovered, the school will contact the parents and ask for their assistance in addressing the concern to the extent possible. ACS reserves the right to pursue disciplinary action.

At no time should a student “friend” a member of ACS’s faculty/staff nor should a member of ACS’s faculty/staff “friend” a student on a social networking website. Texting and messaging with current ACS employees is appropriate ONLY for school business (campus emergencies, coordination of off-site events.) All other communications must be kept to the ACS Email system.

Postings on the Internet must not include derogatory images or defamatory remarks about anyone in the ACS community, or the school itself.

J. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy property of ACS, another user, or any other agencies or networks that are connected to the Internet. In addition to physical damage inflicted to equipment, vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses or other programs designed to damage computers, attempts to crash computers or networks, and attempts to bypass security arrangements and programs.

K. Consequences for Misuse of Resources

Violations of these standards of technology usage at ACS may result in disciplinary action. If there is clear evidence of abuse or a threat to system response, integrity, or security, a user’s files may be inspected by the School. For violations, a user’s access to technology may be suspended in addition to probation, suspension, or expulsion from ACS.

ACS is not responsible for any damage or loss of any personal device or accessory used no matter what the cause. This includes use both during and after school hours.

There is no insurance coverage available through ACS, nor the Diocese of Phoenix for the loss of or damage to the student’s personal device and no claim for damage to or loss of the student’s device can be made.

**Parental Acknowledgment and Consent
Annunciation Technology Acceptable Use**

1. I am the parent/legal guardian of the below named student. I have read the Technology Acceptable Use Agreement and I have explained it to my child/ward and I have assured myself that my child understands the policy. I also understand my responsibilities and my child's responsibilities regarding computer hardware, software, and Internet access at Annunciation Catholic School.

2. **Check one:**

_____ I hereby consent to the student having access to, and use of, the telecommunications resources at Annunciation Catholic School. I also hereby indemnify and hold harmless Annunciation Catholic School and the Diocese of Phoenix from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

_____ I do not consent to the student having access to, or use of, the telecommunications resources at Annunciation Catholic School. I know this may limit the curriculum and learning opportunities available to my child.

Parent/Guardian signature

Date

Name of Parent/Guardian (Please print)

Name of Student (Please print)

Home Phone

Work Phone

**Annunciation Catholic School
Technology Acceptable Use Agreement
Faculty/Staff/Volunteer/Adult User**

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the Annunciation Catholic School community. Network and Internet access is provided to further the legitimate educational goals of the school. Annunciation Catholic School provides computer and network resources for the use of students, employees, and others affiliated with Annunciation Catholic School. Members of the school community are encouraged to use these resources for educational purposes or Annunciation Catholic School related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through Annunciation Catholic School computer services are and remain the property of Annunciation Catholic School. All users are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. In order to use these resources, users are required to read, understand, and agree in writing to the Acceptable Use Policy. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences.

Appropriate or acceptable educational uses of these resources include:

Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.

E-mail capabilities may be used to facilitate distance-learning projects.

Listservs and newsgroups may be used to gain access to current information on local, state, national, and world events.

Staff/Faculty users may utilize the network for personal use outside of the school contract times, provided that use does not conflict with Church beliefs and/or is not illegal

Students may have access to the Internet via classroom and lab computers. Student access is limited to times when they are under the direct supervision of a Annunciation Catholic School employee or volunteer.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those that violate law, the rules of network etiquette, or hamper the integrity of security of any network connected to the Internet. Some unacceptable practices include:

Transmission of any material in violation of any US or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or materials without the written permission of the author or creator through Annunciation Catholic School E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons, or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by Annunciation Catholic School (see sections 3.14, 4.21 and Appendix A.3 of the Diocese of Phoenix's Policy Handbook and The

Sexual Misconduct Policy). It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.

The use for personal financial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters which do not align with the philosophy of Annunciation Catholic School is prohibited.

Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.

The creation, propagation, and use of computer viruses is prohibited.

The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.

Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit the Annunciation Catholic School operator from intercepting and stopping E-mail messages that have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of Annunciation Catholic School computer resources.

Access to Annunciation Catholic School E-mail and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. Annunciation Catholic School users are expected to demonstrate the same level of ethical and professional manner as is required for face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.

All users must understand that Annunciation Catholic School cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail.

Annunciation Catholic School reserves the right to access E-mail to retrieve Annunciation Catholic School information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.

Any information contained on a Annunciation Catholic School computer's hard drive or computer disks that are purchased by Annunciation Catholic School are considered the property of Annunciation Catholic School.

This agreement applies to stand alone units as well as units connected to the network or Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's

privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision of Annunciation Catholic School regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

Use of the Annunciation Catholic School computer system is at the user's own risk. The system is provided on an "as is, as available" basis. Annunciation Catholic School will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on Annunciation Catholic School's diskettes, tapes, hard drives or servers. Annunciation Catholic School is not responsible for the accuracy or quality of any advice or information obtained through or stored on Annunciation Catholic School computer system. Annunciation Catholic School will not be responsible for financial obligations arising through unauthorized use of Annunciation Catholic School system or Internet. Annunciation Catholic School does not promise that any particular level or method of access will be given or continued and retains the authority to qualify, limit or terminate any or all Internet and computer use. Annunciation Catholic School network is a private network used as an educational tool for students, employees, and others affiliated with Annunciation Catholic School.

**RECEIPT AND ACKNOWLEDGMENT OF
THE ANNUNCIATION CATHOLIC SCHOOL HANDBOOK
2018-19**

The policies in this Handbook are to be considered as guidelines. Annunciation Catholic School, at its option, may change, delete, suspend, or discontinue any part or parts of the policies and benefits in this Handbook at any time without prior notice.

Should any provision of this Handbook be found to be unenforceable and invalid, such finding will not invalidate the entire Handbook, but rather only the subject provision.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Handbook.

- 1. I have received and read a copy of the School Handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of Annunciation Catholic School at any time.*

- 2. I understand that my signature below indicates I have read and understood the above statements and have received an electronic copy of the Handbook.*

Dated: _____

Signature of Parent/Guardian

Signature of Student

Signature of Student

Signature of Student